

## Rationale

This policy is a compulsory requirement of the MoE Health and Safety Code of Practice.

## Purpose

To establish the school's policy on operation and use of the school swimming pool.

## Scope

This policy applies to all Staff and individuals who maintain and operate the pool, and all pool users, including those authorised to use the pool outside of school hours.

## Duty of Care

Boards of Trustees are legally obliged to ensure the safety of all people who use school facilities, including the school swimming pool. Boards of Trustees must ensure they reduce the chances of people drowning or injuring themselves while using the pool.

In addition to the Ministry of Education's Swimming Pool Policy, there are key pieces of legislation which reflect this obligation:

- Fencing of Swimming Pools Act 1987
- Building Act 1991 and Building Code
- Health and Safety in Employment Act 1992
- Hazardous Substance and New Organisms Act 1996
- Water Quality Standard NZS 5826:2010
- Water Safety Signs Standard NZS 8690:2010

There are also a number of standards that outline the minimum qualifications and training requirements for managing a swimming pool and the training of staff:

- *Water Quality & Safe Storage of Chemicals*
- Water Safety NZ School Swimming Pool Guidelines 2004 (Getting your feet wet)
- Unit Standard 20046: *Monitor Public Pool*
- Unit Standard 5692: *Treat Public Pool Water*
- Swim for Life
- SwimSafe
- *Learn to Swim and Personal Survival Programme*
- National Lifeguard Award

## Guidelines

- (1) The primary purpose of the pool is to provide for physical education curriculum delivery, and associated competitive and sports activities for pupils.
- (2) The school will maintain and operate the pool to ensure that the required water quality and other operating standards are met for the period of the year and hours of the day required for the fulfilment of the primary purpose.
- (3) Safe operation and management of the school swimming pool has critical statutory and best practice obligations. Therefore, the Board of Trustees and the Principal shall publish and maintain management procedures to support and enact this policy.

- (4) The Board of Trustees and the Principal shall ensure that the School complies with the Ministry of Education Policies and Guidelines for Health and Safety, detailing the requirements for health and safety in schools, specifically those relating to school swimming pools.
- (5) The Board of Trustees shall incorporate the Guidelines for Boards of Trustees for the safe operation and management of a school swimming pool into its management procedures
- (6) The Board of Trustees and the Principal shall ensure that the School complies with the Ministry of Education's Swimming Pool Water Quality Standard NZS5826:2000.
- (7) The water quality should be tested and maintained at an acceptable standard according to statutory requirements.
- (8) The Board of Trustees and the Principal shall ensure that the School maintains an annual Pool maintenance budget that incorporates operating expenses, pool maintenance, staff training and equipment replacement.
- (9) The Board of Trustees and the Principal shall ensure that one staff member and parent helper (Pool Manager/Supervisor) has been delegated the responsibility for managing and maintaining the pool and these employees shall be suitably trained in water quality management and swim teaching.
- (10) The Board of Trustees and the Principal shall ensure that a staff pool monitor is rostered on at all times when the pool is in use during school hours. They do not necessarily need to be present at the pool at all times, but should be on or near the school premises.
- (11) The Board of Trustees and the Principal shall maintain and operate the pool to ensure that the required water quality and other operating standards are met for the period of the year and hours of the day required for the fulfilment of the primary purpose. This is currently Term 1 and Term 4, 0900 hours – 1530 hours, and 1000 – 2000 hours on weekends and holidays.
- (12) The Board of Trustees and the Principal shall ensure that one staff member and parent helper (Pool Manager/Supervisor) has been delegated the responsibility for regularly checking the operation and effectiveness of the pool gate and lock to ensure it closes securely at all times and replace locks, which stick or are slow to close to ensure compliance with the Fencing of Swimming Pools Act 1987.
- (13) The Board of Trustees and the Principal shall ensure that following checks are performed prior to daily use of the school pool:
  - Water Level – is topped up as required
  - Skimmer Baskets - checked and cleaned
  - Filter basket in pump room (clear lid) - checked and cleaned
  - Check water balance on pool computer or manual test strips – PH = 7.5, Chlor 700
  - Check Filter Pressure in pump shed (Back flush before red line)
- (14) The Board of Trustees and the Principal shall ensure that the pool is tested (and treated if required) three times per day during the school swimming season. Records of the testing shall be kept using the Swimming Pool Record Chart. Laboratory conduct pool water testing sampling during swimming season.
- (15) The Board of Trustees and the Principal shall ensure that pool chemicals are locked away from the swimming pool and changing rooms and handled, stored and disposed of in accordance with manufacturer's instructions, and HSNO Act.

- (16) The Board of Trustees and the Principal shall ensure that a staff member is trained in water quality monitoring will carry out water quality testing at maximum 3-hourly intervals while the pool is in use during school hours.
- (17) The Board of Trustees and the Principal shall ensure that a parent helper (Pool Manager) is trained in water quality monitoring will carry out water quality testing at maximum 3-hourly intervals while the pool is in use on weekends and school holidays.
- (18) The Board of Trustees and the Principal shall ensure that in the event of contamination of the pool by faecal matter or similar the pool must be immediately evacuated and closed by the person supervising, and the pool monitor notified. The pool must remain closed until the water quality has been restored to the acceptable standard.
- (19) The Board of Trustees and the Principal shall ensure that one staff member and parent helper (Pool Manager/Supervisor) has been delegated the responsibility for regularly checking that all pool chemicals are securely placed away from the swimming pool and changing rooms and are stored and disposed of in accordance with manufacturer's instructions
- (20) The Board of Trustees and the Principal shall ensure that one staff member and parent helper has been delegated the responsibility for regularly checking that all pool equipment is not stored in the same area as the pool chemicals, as this may be enable school children to access hazardous and dangerous chemicals.
- (21) The Board of Trustees and the Principal shall endeavour to exceed the Minimum standards for training of employees (paid staff and parent volunteers) in water quality management and swim teaching and that all personnel maintain currency in all mandatory skills and competencies and make available training for staff to achieve higher qualifications in their given fields.
- (22) The school may allow the pool to be used by other organisations and individuals, outside of normal school hours, subject to prior approval, and conditional on appropriate operational management regimes or arrangements being in place to ensure water quality and safety standards are maintained.

This may consist of arrangements whereby the authorised user assists with monitoring and maintaining those standards.

Any such use should not bring additional operational cost to the school. All organisations and individuals must pay at least the cost of providing the pool for their use, including direct operating, cyclical maintenance and capital maintenance.

An informal third party occupancy agreement must be entered into between the school and the authorised user. This shall include a copy of this policy and a declaration by the user of knowledge, understanding and compliance with the rules and conditions of use herein.

- (23) The Board of Trustees and the Principal shall ensure that after-hours users are required to take full responsibility for the safety and welfare of themselves and all persons accompanying them. This shall be explicit in any agreement entered into.
- (24) The Board of Trustees and the Principal shall ensure that all pool users must comply with the School Swimming Pool User Code. (Appendix 1).

- (25) The Board of Trustees and the Principal shall ensure that after hours' users must comply with Rules for After Hours use of the Swimming Pool (Appendix 2).
- (26) The Board of Trustees and the Principal shall ensure that all pool users must comply with the "Agreement for use of Ongaonga School Pool (Appendix 4).
- (27) The Board of Trustees and the Principal shall ensure that these policies (along with associated Risk Management and Safe Operating Procedures) shall be easily accessible to all users by being permanently displayed at the pool enclosure, and by provision to all authorised users.

## OPERATIONAL POLICIES (NAG 5) SWIMMING POOL

Under the Health and Safety Code of Practice, the Board must ensure the health and safety of everyone using the pool with the board's permission. Outside school hours the Board could still be held liable in court for harm to unauthorised pool users.

Therefore, the Board and principal must address the following: -

**Maintenance** - Regular and correct maintenance of buildings, plant and electrical equipment is important in ensuring the safety and health of pool users and employees.

**Inspections** - Inspections, tests and thorough examinations must be carried out at frequent intervals. Records must be maintained of all inspections made and remedial works carried out. Floors, change rooms, pump room must be properly maintained and left free of obstructions and of any substance likely to cause slipping.

**Pool Water Quality** - Pool water testing will be carried out, in order to ensure the quality of the water is within parameters recommended by Water Safety NZ School Swimming Pool Guidelines 2004 (Getting your feet wet). Only nominated and trained employees (paid/volunteer) will carry out pool water tests. Any irregularities in the results will be reported immediately to the technical staff or other designated swimming pool maintenance manager. These tests will be documented on the staff members daily check sheet and records retained on site.

**Pool Chemical Treatment** - The School is responsible for ensuring the health of the pool users by correctly maintaining the pool treatment. Written records of the pool water testing must be kept to demonstrate that the treatment has been maintained correctly

**Training and Development Qualifications and Competencies** - All employees (paid/volunteer) must be adequately trained for the duties they will carry out. The Board and Principal shall ensure that all personnel maintain currency in all mandatory skills and competencies and make available training for staff to achieve higher qualifications in their given fields. Relevant records of such training must be maintained.

**Microbiological Testing** - Microbiological testing of the pool water must be carried out twice per school term. The first test should be after 4 weeks of use and the second test after 8 weeks of use. Provision needs to be made to send samples the Laboratory in accordance with a prescribed procedure. Samples are taken by the school need to be packed with ice in a disposable chilly bin and couriered to the Laboratory for testing.

**Backwash of Filters** - To ensure that the water in the pool is treated correctly and ensure the maximum life of the filter media, it is necessary to backwash the filters regularly.

**Faecal Incident** - In the event of a known faecal discharge into the pool, all pupils must leave the pool immediately and shower if shower facilities are available.

All of the visible faecal material must be scooped out of the pool immediately. Instructions regarding the remaining action to be taken are given in Appendix 5.

**Vacuum Cleaning of the Pool Floor** - The pool floor should be cleaned from time to time to remove build-up of dirt that settles to the pool floor.

**Storage of chemicals generally** - All pool chemicals should be stored in a securely locked room away from the swimming pool and changing rooms. Children shall not have access to any chemical store key or be involved in the handling of pool chemicals.

**Changing rooms and other facilities** – The changing rooms shall have properly closing doors, walls without holes, places to store clothing and adequate lighting. A first aid kit shall be available within the pool complex, in a secure place to prevent vandalism. A key should be provided to permitted users of the pool along with the gate key.

All pool equipment, such as leaf scoops etc., should be kept in a secure place out of the thoroughfare to prevent hazardous obstruction and the use of inappropriate aquatic equipment should be discouraged to prevent endangering other users.

**Supervision** - All children in the pool enclosure must be under the supervision of an adult. Groups of children, other than those under the control of a School teacher, must have one adult supervisor for every ten children. The supervisor is responsible for the children's behaviour and safety.

**Swimming Aids** - Only swimming aids and appropriate games equipment may be taken into the pool. Food is not permitted to be taken into the pool enclosure.

**Safety Signs within the Pool Environment** - The following signs are situated around the pool accordingly and can be clearly seen:

- No Diving ~ this notice will be displayed in the pool area in pictorial and written form
- No Running ~ this notice will be displayed on both walls either side of the pool
- Deep End ~ this notice will be clearly marked on both walls next to the pools
- Shallow End ~ this notice will be clearly marked on the wall at the shallow end of the pool
- Water Depth ~ this notice will be clearly marked on the wall
- All emergency signs: Fire Exit, Evacuation Plan, Assembly Points and First Aid Box are clearly marked in both changing areas and on the poolside.
- First Aid ~ this notice and the first aid box and accident register will be stored in the Pool Resource Shed.

**Pool Gate** - The pool gate shall be closed at all times and locked when the pool is not in use.

**Access** - School students are only to use the pool under the direct supervision of school staff.

**Rules** - School staff and students are to follow the school pool rules at all times.

**Security** - The pool's security is to be checked regularly by the principal as part of the daily property checks.

**Pool Key Holders** - For health and safety reasons school pool key holders may use the school pool as long as they are on site and all pool rules are followed, particularly as they relate to school safety and hygiene (i.e. access to toilets and pool cleansing procedures).

**Risk Assessments** - Each student is individually assessed and a risk assessment is written to accommodate their needs. Also, equipment has been assessed and written down on the risk assessment form. The risk assessments can be found in the School office on the book case in a folder marked risk assessments.

With the sizes of our classes the Teacher must perform a risk assessment at the beginning of every lesson of the amount of people who will be in the pool at any one time. This could be anything from the recommended 8 people to 25 people. This could be stretched so students don't miss out.

**Accidents/Injuries** - Due to the nature of activities taking place within the school, accidents will happen, which will result in injuries to either public or staff. The majority of these will be minor accidents and may be treated on site without referring the person to hospital.

For minor accidents treatment will be given at either the scene of the accident or in a first aid room. Accidents will be recorded on the accident/incident report form and those reportable under the Reporting of Injuries will be reported to the Worksafe New Zealand.

**Emergencies** – In an emergency pool user shall ring 111 and request assistance from either Police, Fire or Ambulance.

**Child Protection Procedures** - Any concerns regarding marks, cuts or bruises are to be reported immediately to the Principal and follow procedures by filling in the appropriate forms and forwarding them on immediately

**Access to Pool Policies** - This policy shall be available and easily accessible to all pool users and pool key holders (Available on the school website).

**Agreement for use of Ongaonga School Pool** – All pool users, outside school hours must be issued with, sign a declaration to state they have read and understand the pool user regulations and rules (Appendix 4).

## REFERENCES OR SOURCES

Risk Management and Safe Operating Procedures

## CONTACT PERSONS:

- Principal

## REVIEW DETAILS

Version No	Action	Date	Review cycle:
Developed SJO	Ratified by BoT	26 <sup>TH</sup> Nov 2015	3 years



## APPENDIX 1 - SWIMMING POOL RULES & PROCEDURES 2015/2016 SEASON – Key \$100

Please read through the rules and procedures, share them with your children, then sign the separate form indicating that you are willing to abide by the rules at all times.

To secure your key, bring the signed form and pay at the office. Remember that the key must be returned at the end of term one 2016.

It is necessary for you to understand the following:

- (1) That having the swimming pool available to you is a privilege. Only a small minority of schools are continuing to offer the use of their pools outside school hours because of the costs involved and the behaviour issues that sometimes arise.
- (2) Because it is for your use outside school hours, we need your input to make it work. We do not have any staff supervision; it is over to you; hence the rules below are for all to follow.
- (3) Where applicable, you may need to be assertive and speak to others – children and/or adults - to remind them of the rules if they are not being followed.
- (4) The pool is for primarily for children who currently attend ONGAONGA SCHOOL.
- (5) Do NOT share your key with other people.

### GENERAL SWIMMING POOL RULES

**Supervision** - YOU need to supervise your children 100% of the time, there are no lifeguards.

**Ratio** - A ratio of one adult to FOUR children please. While the key is for the use of your immediate family only, you may bring a friend on the odd occasion. On this occasion bring an additional adult if you exceed the 1:4 ratio. This is a safety requirement. If there are too many children with you, you may be asked to leave the pool. This is not negotiable.

**Access** - Children who currently attend the Ongaonga School have priority over everybody else. As a Keyholder you must come to the pool with your children.

**Time of Usage** - You may use the pool after 1530 hours on school days, and 0900 hours to 2000 hours in the weekends and holidays.

**Locking Gate** - Enter the gate and immediately lock it behind you. Please remember! This will prevent unsupervised children from entering and will keep everybody safe. It would help if you would glance at those arriving to make sure they remember to lock the gate after them! Be proactive if necessary – we are relying on all parents to make this work.

**Your Own Key** - To enter the pool enclosure a family must have their own key, and an adult must be with the children. Sometimes children arrive ahead of their parents – they must wait outside otherwise they are not under the supervision of an adult inside the enclosure.

**Lost keys** - If you lose your key, there is no replacement and no refund.

**Eating** - We **discourage eating** in the pool enclosure and are not providing rubbish bins, nor staff to clean up after you. Be responsible for you and your family at the pool and the changing sheds. If you have rubbish, you take it away!

**Lost Property** - If you are responsible for your children, there should be no lost property left behind – check each time. Sometimes belongings get dropped and children may be forgetful but adults should be supervising! We don't want our pool area a tip please. Over to you and your vigilance.

**Toilets** - The same applies as above. During the holidays toilets will be cleaned only once per day. If you are supervising your children, there won't be a chance for them to become "unpleasant"!! Over to you to do your part as parents. Please be conscientious and check.

**Teenagers and Others** - We discourage teenagers from using the pool – it is mostly too shallow for them and they can be intimidating to the primary school children. The bigger children are usually the ones who jump into the pool, set a bad example and disrupt the young ones. This is a safety issue.

Remember, children who currently attend Ongaonga School have first priority, not siblings or friends. On a busy hot day there may not be room for older siblings or friends.

**Rules of Conduct** - No disorderly behaviour, No jumping or bombing, No running, No alcohol No food, No BBQ's, No dogs or other animals

**Faecal Incident** - In the event of a known faecal discharge into the pool, all pupils must leave the pool immediately and shower if shower facilities are available. All of the visible faecal material must be scooped out of the pool immediately.

**Keys** – Key will be confiscated for misbehaviour or breaking the rules. No refunds.

**Return of Pool Key** - Mark on your calendar/diary to RETURN THE KEY by end of term one next year. The bond will be refunded only if this criterion is met. Again, this is your responsibility, not that of the school. The pool WILL close at the end of term one, irrespective of weather. The chemicals will be depleted by that time.

**Parking** - You are welcome to park outside the office or School pool. PLEASE do not park on the grass.

**Vandalism** - Vandalism if you arrive at the pool and see that it is not fit for use, please get the "Pool Closed" sign from the changing rooms and leave it out inside the gate and then lock the gate. Please also call the Property Manager and let him know.

**Christmas Holidays** - The school staff will be away from Friday 20<sup>th</sup> December until Monday 1<sup>st</sup> February 2016. Should an issue arise please contact either the Principal on 027 418 3916 or Simon Osborne on 856 6091, however we hope this won't be necessary!

**Board of Trustees** - The pool key is issued to the key holder on the understanding that the Board of Trustees and school staff shall not be liable or responsible for any accident, loss, injury or death arising from the use of the swimming pool, surrounding facilities or school grounds.

The user, in accepting the key offer, indemnifies the School Board of Trustees and staff of all claims, demands, costs and proceedings that might be made against them, arising out of, or in connection with the use of all school facilities, including the swimming pool.

Please sign the attached form in which you agree to all the conditions listed herewith.

Enjoy your swimming!



## APPENDIX 2 - SWIMMING POOL OPERATION AND USE

Swimming is fun and enjoyable, but pools can be dangerous. Water presents a risk of drowning and injury can be sustained from the hard pool surfaces or the misuse of equipment. To ensure your safety, and the safety and enjoyment of other pool users, the Board of Trustees have established the following code of behaviour for all pool users.

- Never swim alone, it's always better to swim with your whanau or mates
- Never swim while under the influence of alcohol or drugs
- Take additional care if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition
- Shower before entering pool
- No food or drink to be consumed in the changing rooms or pool
- Children under 8 years are not permitted in the swimming pool compound unless actively supervised by a person at least 16 years' old
- During any session when the pool is in use, there shall be at least one person designated as the swimming pool supervisor, who will supervise the pool at all times. The number of additional supervisors required will be determined by the number of swimmers
- Always check the depth of water before entering the pool, as every pool is different. Look for hazards such as diving boards, water slides, or steep slopes into deeper water.
- No running, jumping, or bombing.
- Diving is permitted only at deep end, and only when authorised by supervisor.
- No holding under, pushing or screaming.
- Boogie boards, surf boards, kayaks are not to be used in this pool
- Avoid holding your breath and swimming long distances underwater.
- Return pool equipment to the storeroom.
- Keep gate closed at all times.
- Ensure the pool gate is securely closed when you leave.

### **APPENDIX 3 - RULES FOR AFTER-HOURS USE OF THE SWIMMING POOL**

#### **THERE IS NO LIFEGUARD SERVICE AT THIS POOL.**

After-hours key-holders are responsible for the safety and welfare of all persons in their party.

- Neve swim alone.
- Access and use of the pool is for the authorised Keyholder only. Immediate family members may accompany the Keyholder.
- Pool is only available for the calendar period of use specified in your Agreement Terms and Conditions. Periods of use differ between users.
- Users must produce their key and identify themselves on request
- Trespassers may be prosecuted
- Swimming Pool Hours are from 0900 hours to 2000 hours only
- When chemicals are in use - pool is closed
- Users must comply with the Swimming Pool User Code
- Children must be constantly supervised by a responsible adult
- All school grounds and buildings are SMOKE FREE and ALCOHOL FREE
- No dogs
- Access privileges may be revoked for inappropriate behaviour or disobeying rules
- In the event of contamination of the pool by faecal matter or similar the pool must be immediately evacuated, and the Principal be notified on 027 418 3916.
- Please immediately report any malfunction or damage of pump room, change rooms, doors, walls, lights, windows, fittings, etc. to the Principal on 027 418 3916
- If last to leave, ensure all gates are securely locked

## APPENDIX 4 - RULES FOR POOL USERS

### THERE IS NO LIFEGUARD SERVICE AT THIS POOL

- (1) Swimmers must use the toilet prior to entering the pool and at any other time required.
- (2) Swimmers with colds, sores, infections should not enter the pool.
- (3) There must always be at least one swimming pool supervisor present when the pool is being used. Additional supervisors must be present as the number of people swimming increases.
- (4) Children under eight-years-old (8) must be actively supervised by a person at least 16-years-old who can give immediate help.
- (5) Nobody is to swim alone.
- (6) The pool supervisor must make sure the gate is always securely closed.
- (7) Nobody is to swim while under the influence of alcohol or drugs.
- (8) No running, jumping, or diving into the pool.
- (9) Pool equipment is to be returned to the change room.
- (10) The first aid kit is stored in the sick bay and pool storage room.
- (11) The closest telephone for emergencies is located in the Office or at Ruahine Rural Fire Station across the road.
- (12) If a student gets a bleeding nose, or there is a toileting accident in the pool, all students are to get out immediately and the caretaker is to be notified straight away so as to allow pool water purifying procedures to be implemented as soon as possible.

All following classes are to be notified that swimming is cancelled. This is to remain in force until the all-clear is given by the caretaker.

- (13) These rules are to be on display in the pool area.

## APPENDIX 5 - POOL CARE

### DAILY TESTING

A suitably qualified employee and parent volunteer must test your pool water 3 times a day: usually before school at 0900 hours, at 1230 hours and at 1500 hours. This testing is to check the pool maintains the correct:

- pH
- alkalinity
- calcium hardness
- chlorine level
- features that make up the pool chemistry.

### MONTHLY MICROBIOLOGICAL MONITORING OF POOL WATER

You must arrange for monthly microbiological monitoring of the pool water. For this testing, pool water samples are sent to laboratories that specialise in water treatment. Contact your local council to find out about environmental health testing services ask where the nearest testing laboratory is.

### GENERAL

- (1) The designated Teacher and parent volunteer will regularly check the operation and effectiveness of the gates and locks and replace any locks which stick or don't close promptly.
- (2) A first-aid kit is accessible to pool users and regularly checked. This is available in the sick bay and pool storage room.
- (3) Pool chemicals shall be locked away from the swimming pool and changing rooms. They must be stored and disposed of according to manufacturer's instructions.
- (4) Pool equipment must be stored when not in use as it can be a potential hazard if left lying around the pool. Do not store pool equipment in the same area as the pool chemicals, as this may enable unauthorised people to access hazardous and dangerous chemicals.
- (5) Water quality must be managed in compliance with current standards.

### BECOMING QUALIFIED TO DO DAILY POOL WATER TESTING

#### *Unit Standard 20046 – Monitor Public Pool Water Quality and Safe Storage of Chemicals.*

The Sport, Fitness and Recreation Industry Training Organisation (SFRITO) have developed a number of unit standards covering water quality treatment and management. While most of the water quality unit standards are designed for those employed in public/community swimming facilities, there is one unit standard, which is recommended for schools.

Unit Standard 20046 has been designed for school caretakers and is the recommended minimum training to achieve the Water Quality Standard NZS 5826:2000. It is recommended that where schools operate a public pool those responsible for water quality be assessed against Unit 5692, Treat Public Pool Water.

Under the Ministry of Education Swimming Pool Water Quality Policy, schools are required to have at least one person present, or readily accessible, when the pool is in operation that holds this unit standard in swimming pool water quality.

Other unit standards in swimming pool water treatment and plant management, which can be obtained, are the following:

***Unit Standard - 5692 Treat Public Pool Water***

People credited with this unit standard are able to: maintain pool water quality; apply pool water treatment processes in accordance with the HSE Act; and monitor water quality, record data, and implement processes to adjust chemicals to comply with NZS 5826.

***Unit Standard - 5693 Operate and maintain public pool water treatment plant and equipment***

People credited with this unit standard are able to: operate plant and equipment used in public pools; demonstrate knowledge of routine maintenance of plant and equipment used in public pools; and identify operational savings in the operation and maintenance of public pool water

Ratified and minuted by BOT on:

BOT Chair: 27<sup>th</sup> November 2015

Review Date: April 2017

## Appendix 6 – Daily Duties and Responsibilities for Pool Care

Daily Duties	Staff Member (School Hours)	Parent Helper (Pool Supervisor) Out of Hours
Check and maintain pool water quality		
Apply pool water treatment processes		
Check Water Temperature and Clarity		
Monitors and cleans the pool		
Monitors and cleans the pool area		
Monitors and cleans the changing Areas		
Check First Aid Box		
Check equipment		

## Appendix 7 – Weekly Duties Daily Duties for Pool Care

Daily Duties	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Check and maintain pool water quality							
Apply pool water treatment processes							
Check Water Temperature and Clarity							
Monitors and cleans the pool							
Monitors and cleans the pool area							
Monitors and cleans the changing Areas							
Check First Aid Box							
Check equipment							

## Appendix 8 – Emergency Action Plan

### EMERGENCY ACTION PLAN

A key role for poolside staff (teachers and key holders) is to remove or substantially reduce the chances of students getting into difficulties whilst in the water. This requires the poolside staff (teachers and key holders) to use their training and experience to avoid an incident happening by early intervention in any given situation.

Preventing the situation is the prime objective, but when an incident does occur it is important that all staff know what action is to be taken. This document outlines those procedures.

#### Action to be taken in the event of Swimmer in Difficulty

This procedure should be carried out immediately if a swimmer has been observed to be in difficulty, whether the staff is required to enter the pool or not.

- Assess the situation
- Alert pool users verbally of an incident occurring. This warns users that there is a problem and you may need assistance
- Clear the pool or bring students to the side of the pool depending on severity of the incident.
- While the pool is being cleared, assess whether or not an ambulance is required and designate someone to call emergency services by calling 111
- Assist in lifting the swimmer from the pool and giving carry out First Aid procedures as per training, assess again if an ambulance is required and summon as above.

If an ambulance is not required, give further assistance, and then continue to help supervise other students on the poolside until the incident is over.

- When the incident is over, inform the swimming teacher/senior management.
- As soon as incident is over, complete appropriate report forms and take to senior management and the Board of Trustees immediately

#### Action to be taken in the event of a Serious Injury in the Pool – by Teachers

- Verbally inform staff/students of incident
- Assess the situation as per your training.
- Activate emergency alarm button.
- Get student to the side as soon as possible and administer appropriate treatment and first aid.
- Continue with first aid until first aider or emergency services arrive.
- When incident is over, it is the responsibility of the teacher to write a report of the incident and forward onto senior management and the Board of Trustees.



### Action to be taken in the event of a Serious Injury in the Pool – by Key Holders/Parents

- On hearing the verbal warning clear the pool immediately
- The designated first aider should take charge of the situation as soon as possible
- Assess the situation and call for any emergency services via 111 if required.
- Assist with any first aid that is needed as per your training
- Take other students away from the incident and into changing rooms
- Ensure that no one goes into the pool whilst the incident is in progress
- When incident is over, it is the responsibility of the teacher to write a report of the incident and forward onto senior management and the Board of Trustees.

### Action to be taken in the event of a Casualty being discovered on the pool floor

- On discovering the casualty, the pool alarm must be raised immediately
- Emergency services should be contacted immediately via 111; explaining the situation
- An adult should enter the pool and attempt to rescue the casualty
- Once casualty has been removed from the water, commence CPR as trained
- When incident is over, it is the responsibility of the teacher to write a report of the incident and forward onto senior management and the Board of Trustees.
- Report the incident to Worksafe New Zealand.

### TOTAL EVACUATION OF POOL COMPLEX

**Evacuation** - When needing to exit the School Pool. ALL Pool users should be familiarised with all means of escape from the pool area and the appropriate procedures. The fire evacuation procedures plan can be found at various points within the swimming pool environment i.e. one in each male and female changing areas and on the wall next to the resource room by the pool.

**Assembly Point** - Location of the assembly point will be identified in the fire evacuation procedure plans which are also placed at the points above.

### Action in the event of a fire - From Pool

- On hearing the fire alarm, the teacher will clear the pool of all swimmers
- The teacher will then evacuate the pool complex
- The teacher will assist in clearing the students from the water in a calming reassuring manner
- The students will be evacuated through the pool gate and the students will be escorted from the building by teacher.
- The teacher will be situated at the end of the file to ensure that all students are evacuated from the pool area.

- A head count will take place when all students/staff are assembled at the designated assembly point.

### Action in the event of a fire - From Change room

- Upon noticing a fire or on hearing the fire alarm, the teacher will remain calm and reassure the students, and line them up in an orderly file.
- Students will be evacuated through the designated emergency fire exit and escorted from the building by a member of staff.
- The Teacher should be situated at the end of the file to ensure that all students are evacuated from the building.
- A head count will take place when all students are assembled at the designated assembly point.

### Action to be taken in the event of an escape of Toxic Gas

This procedure is written on the basis that relevant gases can be liberated by the handling or mixing of chemicals. Generally, these chemicals will be confined to the pump room or store room, but may leak onto the poolside.

Action to be taken by all staff.

- Upon discovering a release of toxic gas, clear the pool immediately and evacuate the building and pool area IMMEDIATELY
- Activate fire alarm
- Do not stop to pick up belongings, just leave
- The teacher will make sure everyone is out of the pool and escort students to the assembly point
- The teacher will, if safe to do so, make sure the changing rooms are empty.
- Assemble at assembly point.

NOTE - In the event of a toxic gas being released into the atmosphere within any part of the building, the New Zealand Fire Service MUST be called. It should be noted that Fire, Police and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.

Prevent anyone re-entering the building until the emergency services say that it is safe to do so. All members of staff will be informed and given the appropriate training of usage of the emergency alarm system and fire evacuation procedures; when attending the pool environment.

**Lack of Water Clarity** - If the water is cloudy or has a milky appearance then the pool is to be closed and not opened until tests have taken place and the situation has been rectified also alerting management straight away.

**Structural Failure** - If there is any sign of structural failure whilst the pool is in use, close the pool immediately and follow procedure of emergency evacuation, also alerting management straight away.

### Action to be taken in the event of an injury or accident

In the event of an injury or accident please make a note of the following procedure:

- (1) Make the area safe and free from danger
  - (2) Assess the situation quickly and calmly
  - (3) Remain calm and reassure the injured party and students
  - (4) Give emergency First Aid or CPR
  - (5) If they are fit to move, take the injured party to the School Office, otherwise get help by calling 111 and request an Ambulance
  - (6) Get others to clear the area of bystanders
  - (7) Reassure the injured party and remain with them until relieved
  - (8) Complete an Accident Form
- First aid packs are available in the Pool Resource Room and School Sick Room.
  - ONLY administer medication once you have checked the medical records. These are available from the School Office.
  - Please remember that medical records are confidential. In the event of administering first aid or medication the details must be recorded on the medical form and filed in the medical file which will be kept in the School Office.
  - Forms can be obtained from reception at the School Office.
  - Reception at the School Office will contact the child's parents and ask them to sign the accident form, if appropriate.
  - In the event of a serious accident always inform the Principal as soon as possible after immediate aid has been given.

## Appendix 9 – Filtration & Water Treatment Operation Manual

### INSTRUCTIONS FOR THE USE AND OPERATION OF THE ONGAONGA SCHOOL POOL

#### 1.0 PRESSURE SAND FILTRATION

In accordance with NZS 4441: 2008 Swimming Pool Design Standard, Clause 13.1.2.2, we have calculated the Instantaneous Bather Load at 25 persons but can use this Clause to reduce the turnover and flow rate to 50% of that required by the Standard.

Pool Volume	50,800 Litres
Loading (IBL)	25 people at one time
Turnover	2.3 hours
Temperature	28°C
Flow Rate	6.051/s (21.8 m <sup>3</sup> /hr)
Filter Rate	4 l/s/m <sup>2</sup>
Filter Area	0.86 m <sup>2</sup> (minimum required)

#### The Filter

The new installed filter comprises one FPC 1.131/111500 F/G having 1.131 m<sup>2</sup> total gross filter area and comprising one 1200 mm diameter filament wound fibreglass filter complete PVC over drain, micro slotted PVC underdrain, six position 65 mm multiport valve, pressure gauge, all necessary media and instructions.

#### The Pump

The Pump is a Waterco Hydrostorm 200 (curve attached) complete with built in Hair & Lint Strainer

#### The Chemical Treatment System

The chemical treatment system comprises a Chemigem D 10 Controller for control of chlorine level and pH level in the pool. Total Alkalinity is maintained manually by addition of Sodium Bicarbonate as required. See the Chemigem Manual for further operating instructions.

Note: During commissioning, we tested the School water supply which is used to fill the Pool, and the pH and Total Alkalinity are naturally ideal for the Pool so we don't envisage the use of very much Sodium Bicarbonate.

#### THE METHOD OF CIRCULATION:

Water is drawn from the pool by the pump through three FPC stainless Steel surface skimmers, and passes into the pressure sand filter. The flow is then delivered to the pool through a Stainless Steel Sparge pipe at the opposite end of the pool.

Chlorine and Acid are introduced into the suction line to the pump via the Chemigem DM52 Automatic Dosing Unit. See attached manual for this unit.

The water enters the pools via inlet nozzles in the pool walls and returns via the overflow slot to the balance tank.

## METHOD OF OPERATION

### START UP:

- (1) Initially the Pool must be filled from the water supply.
- (2) Ensure the filter is in 'Filter' position.
- (3) On the suction side of the pump, open the 'Suction' line fully and close the Vacuum Line valve. Fill the Hair & Unit Strainer up to the pipe invert with the hose, refit the lid and start the pump at the switch.
- (4) Once the flow has settled down, check the pressure gauge reads 70 kPa. This is the 'clean condition' pressure. Do not backwash before the pressure has built up to 120 kPa on this gauge.
- (5) Set the Chlorine and pH Controls to maintain the desired chlorine setting. (See separate instructions manual for the Chemigem). Our recommendation is that Chlorine should be at a minimum of 1.5 g/m<sup>3</sup> F.A.C., Ph at 7.5 and Total Alkalinity at 100 g/m<sup>3</sup> as CaCO<sub>3</sub>.

### BACKWASH:

- (6) When and only when the pressure on the gauge reaches 120 kPa it is time to backwash the filter. To do this, stop the pump.
- (7) Set the multiport valve for the filter to the 'BACKWASH' position.
- (8) Start the pump and run until the water in the backwash sight glass runs clear. This should take about 5 minutes. Once the water runs clear, stop the pump and put the multiport valve to the 'RINSE' position. Run the pump for a further 20 seconds. Stop the pump.
- (9) Once the filter has been satisfactorily backwashed and rinsed, place the multiport valve in the 'FILTER' position and restart the pump. Ensure the pressure gauge once again reads 70 kPa. If not, the backwash procedure may not have been completed correctly. The filter must then run until such time as the pressure gauge again reaches 120 kPa.

### MAINTENANCE:

Daily Maintenance involves the following:

Replenish and/or adjust as necessary:

- (1) Check pools' chlorine residual
- (2) Check pools' pH level
- (3) Check Pools' Total Alkalinity
- (4) Check Circulation Pump Hair & Unit strainer (See below for instruction)

Annual maintenance involves the following:

- (1) Check the pump for leaking mechanical seal and replace as necessary
- (2) Check and clean Chlorine Sensor
- (3) Check pressure gauge for operation

### **To Clean Hair & Lint Strainer**

- (1) Switch the pump off
- (2) Close the suction line valve.
- (3) Close the Vacuum Line valve.
- (4) Place the multiport valve in the 'CLOSED' position.
- (5) Unscrew the strainer lid and remove Hair & Lint Strainer basket. Clean all hair, lint etc.
- (6) Reinstall basket ensuring the basket fits back below the lip of the inflow pipe.
- (7) Reinstall lid ensuring gasket is in place for a good seal.
- (8) Open the suction isolating valve and place the filter multiport valve in the 'FILTER' position.
- (9) Start 'Pump' at the MCC.

### **To Empty the Pool:**

- (1) To empty the Pool, firstly backwash the filter as described above. This leaves it in a clean condition whilst the pool is not in use.
- (2) Open the Pool Drain Valve in the pool surround concrete path.

**If you have any concerns or queries, contact FPC Ltd before attempting any procedure you are uncertain about.**

### **WARRANTY:**

The terms of our guarantee, a copy of which is enclosed, must be strictly adhered to.

ALL WARRANTY CLAIMS MUST BE BROUGHT TO THE ATTENTION OF FPC IN THE FIRST INSTANCE.  
NON COMPLIANCE WILL IMMEDIATELY VOID WARRANTY.

**NOTE: DO NOT introduce Calcium Hypochlorite ahead of the filters i.e. into the filter tanks or skimmers)**

### **AquaFresh Fully-Automated Water Management System**

A copy of the AquaFresh™ Chlorine-Free System user manual will be kept in the pump shed

## **Appendix 10 – Material Safety Data Sheets (MSDS) Chemical Information**

### **What is a Material Safety Data Sheet?**

A Material Safety Data Sheet (MSDS) is a document containing important information about a hazardous substance and must state:

- a hazardous substance's product name
- the chemical and generic name of certain ingredients
- the chemical and generic name of certain ingredients
- the chemical and physical properties of the hazardous substance
- health hazard information
- precautions for safe use and handling
- the manufacturer's or importer's name, Australian address and telephone number.

The MSDS provides employers, self-employed persons, workers and other health and safety representatives with the necessary information to safely manage the risk from hazardous substance exposure. It is important that everyone in the workplace knows how to read and interpret a MSDS.

### **Location of Material Safety Data Sheets**

Material Safety Data Sheets for the range of chemicals stored and used within the School pool will be kept in the pump room



## Appendix 11 - Agreement for use of Ongaonga School Pool

### AGREEMENT FOR USE OF ONGAONGA SCHOOL SWIMMING POOL AFTER SCHOOL, DURING SUMMER WEEKENDS AND SCHOOL HOLIDAYS

THIS AGREEMENT is dated the \_\_\_\_\_ day of 2015

BETWEEN the Board of ONGAONGA SCHOOL (The Trustees)

AND \_\_\_\_\_ (The Keyholder)

Key Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Please read this Pool User Rules and Procedures carefully and be aware that in utilising the Schools swimming pool amenities, you, as Keyholder, will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you, your family members, or your guests might sustain as a result of utilising any and all amenities connected with and associated with the Ongaonga School Swimming Pool.

**WARNING! THERE ARE OBVIOUS KNOWN DANGERS INHERENT IN SWIMMING POOL ACTIVITIES. FOR EXAMPLE: DROWNING, NEAR DROWNING, SPINAL INJURY AND IN SOME CASES, DEATH.**

#### The Parties agree:

Subject to compliance by the Keyholder with the terms of this agreement, the trustees shall provide a key to the Keyholder for the pool located at the Ongaonga School for the period commencing on Tuesday 1<sup>st</sup> December 2015 and ending on date to be advised in 2016 (the summer period) for the purposes of recreational (non-commercial) use by the Keyholder and the Keyholder's family members and guests.

**Pool Season Charge** – During the summer the school allows families and other members of the wider Ongaonga Community to use the pool at their convenience. Parents and other member of the community wishing to use the pool are required to complete the Pool Users Agreement and pay the following:

- Season Charge \$ 80.00
- Key Deposit \$ 20.00\* refundable upon return of key
- Total \$ 100.00 including GST

The season charge part covers the cost of electricity, chemicals, maintenance and cleaning to run the pool throughout the holiday period and the cost for all this? Only \$80 for a whole summer of swimming, so if you swam every day for the nearly 122 days the pool is open you'd be paying only 65c a visit for the entire family!

Payment is by cash or cheque at the Office. A key holder must sign for the bond in order to receive it as it will be a cash refund.

#### Keyholder Responsibilities:

- (1) Key holders must be over 18 years or over.
- (2) Key holders must be responsible for the security of the key and shall not transfer the key to any other person. The key must not be lent to or shared with other families or persons.
- (3) Key holders must agree to their name being published on a list of keyholder's
- (4) Only use the pool facility during the following **Season dates** and **Season hours**:
  - **2015/16 Season Dates** - From 1<sup>st</sup> Dec 2015 (Term 4) through to Term 1: Feb 2016 – until season closes (this date will be advised via email and published at the pool.)
  - **2015/16 Season Hours** - ALL mornings inc. Weekends and holidays: 0630 – 0750 hours (6:30 – 7:50 am) users must leave school grounds by 0800 hours (8:00 am). Term Time: Monday - Friday 1500 hours to 2000 hours (3:00 pm – 8:00 pm) Saturdays, Sundays and all other School Holiday

Ongaonga School Governance Manual - Swimming Pool Operational Policies (NAG 5)  
days - 1000 hours to 2000 hours or when the pool is not required by the school e.g. For swim school, training or competitions or for exceptional maintenance.

- (5) Key holders are responsible for ensuring the Pool Facility is securely locked after entering and upon leaving the Pool Facility.
- (6) Key holders must ensure that only family members and guests of the Keyholder who the Keyholder is willing and able to accept full responsibility for, are given access to the Pool Facility by the Keyholder.
- (7) Key holders are responsible for ensuring that every person given access to the Pool Facility by the Keyholder complies with the conditions of this agreement.
- (8) Key holders are responsible for all actions and omissions of their guests or invitees at all times whilst using the pool or its surrounds.
- (9) Key holders are responsible for taking care and have responsibility at all times (including responsibility for health and safety) for all children and adults given access to the Pool facility by the Keyholder.
- (10) Key holders are responsible for ensuring that a mobile phone is carried and is available to use in case an emergency arises whilst using the pool.
- (11) Key holders are responsible for ensuring that Children under 8 years of age must be actively supervised by a responsible caregiver aged 16 years or over (actively supervised means watching your child/children at all times and able to provide immediate assistance);
- (12) Key holders are responsible for ensuring that the caregiver remains within sight in shallow water and within arm's reach in deep water (over the child's shoulders) of any child under 9.

## **Remember – there is NO LIFEGUARD ON DUTY**

- (13) Key holders are responsible for ensuring that children between 9 years of age and 16 years of age are actively supervised by a responsible caregiver aged 18 years of age or over.
- (14) Key holders are responsible for ensuring that a reasonable number of adults, and at a minimum one adult, all of 18 years of age or over, are present within the Pool Facility when the Keyholder or a person given access by the Keyholder is swimming.
- (15) Key holders are responsible for ensuring that there is no running, pushing, bombing, diving or any similar activity; and other displayed rules for safety are followed.
- (16) Key holders are responsible for ensuring that only proper swimming attire is worn and that no jeans are worn in the pool;
- (17) Key holders are responsible for ensuring that appropriate language and behaviour in the Pool Facility reflects that the Pool Facility is a resource for families (including no smoking or consumption of alcohol).
- (18) Key holders are responsible for ensuring that they advise (in confidence), the School Principal of any inappropriate behaviour.
- (19) Key holders must return the key to the Trustees on request. If the Trustees advise that the Keyholder has breached the conditions of this agreement, no refund will be paid in this event, and the Trustees' decision will be final.
- (20) Key holders must immediately return the key at the end of the summer period.

These rules may be amended by the Board of Trustees at any time. A copy of the current rules will be displayed in the pool enclosure, and may be published in the school newsletter from time to time. Any amendments are deemed to be accepted by a user using the pool following such notification.

## ACCEPTANCE OF POOL USE RULES

Payment of the Season Charge and being granted access to the School Pool indicates acceptance of the following rules:

- (1) The pool key is issued to the key holder on the understanding that the Ongaonga Board of Trustees and school staff shall not be liable or responsible for any accident, loss, injury or death arising from the use of the swimming pool, surrounding facilities or school grounds. The user, in accepting the key offer, releases and indemnifies the Ongaonga School Board of Trustees and staff from and against all claims, demands, costs and proceedings that might be made against them, arising out of, or in connection with, the use of all school facilities, including the swimming pool, by the key holder and the key holder's invitees and guests.
- (2) The Ongaonga School Board of Trustees retains the right to revoke key use if the facilities are misused in any way, or the rules broken. If revocation is necessary, refunds will not be made, and the key must be returned immediately. If not returned within five (5) days of such revocation, your bond will be forfeited.
- (3) The pool will be available for use between Tuesday 1<sup>st</sup> December 2015 and Friday 15<sup>th</sup> April 2016. During this time the pool may not be used before 0900 (9:00 am) hours or after 2000 hours (8:00 pm). (The pool will only be open for the holiday Christmas period between the 25<sup>th</sup> December – 2<sup>nd</sup> January if someone volunteers to monitor the water quality - 3 times a day).

In addition to this holiday swimming, the pool maybe used between 1530 hours (3:30 pm) and 2000 hours (8:00 pm) on school days. The pool season will be advised on a yearly basis.

- (4) No person is permitted to use the pool if:
  - (a) **Recovering from any illness**
  - (b) **Has or has had a stomach upset or diarrhoea within the previous two (2) weeks**
  - (c) **Has open wounds**
  - (d) **Is wearing bandages/sticking plasters**
  - (e) **Not wearing appropriate swimwear (i.e. no T-shirts)**
- (5) The key is issued to the key holder's family only, and may not be used by other Ongaonga students unless the key holder is physically present with them. Each Ongaonga School family or member of the Ongaonga Community wanting to use the pool must purchase their own key – no sharing of keys between. Families visiting from outside the community are welcome to use the pool with the key holder.
- (6) The key holder is responsible for the children of the key holder's immediate family and any other children/friends or guests attending with them. The key holder must be present inside the pool enclosure while their children/friends or guests are swimming and actively supervise such children and friends, or ensure that they are supervised by another key holder from your immediate family who is at least **16 years old**.
- (7) The pool gate is to remain locked at all times except for entry and exit. The gate must not be opened for other users. Every user must bring their own key.
- (8) In the event of damage being caused by the user, it is agreed that the user must immediately notify the school of such damage and shall make good such damage to the satisfaction of the Board of Trustees.
- (9) The key holder and family must comply with all usual aspects of water safety together with these specific rules:
  - (a) Do not run on the edge of the pool or in the pool enclosure.
  - (b) No diving, jumping or bombs.
  - (c) All swimmers must wear suitable attire. Swimming in jeans, T-shirts, nappies or any dirty clothing is not permitted,
  - (d) Young children not yet toilet trained must wear "swimmer" type nappies in the pool.

- (e) *In the event of a faecal accident or a child vomiting in the pool, the pool must be immediately vacated and closed till further notice. You must immediately notify the School Principal on 06 856 6840 or 027 418 3916.*
- (10) Entry is subject to there being no more than **25 persons in the pool at any one time**. Once this number is reached, no other persons are allowed to enter the pool until someone has vacated the water.
- (11) The key holder, their family, children/friends or guests must comply with these aspects of general safety:
- (a) Food or chewing gum is prohibited from the total pool enclosure.
  - (b) Toilets must be used before entering the pool (a key will be provided for the toilet block next to the pool).
  - (c) No glass containers are to be taken into the pool enclosure.
  - (d) Pets are not permitted inside the pool enclosure or anywhere else in the school grounds.
  - (e) The school is a smoke free zone. No smoking is permitted in any part of the school grounds, including the pool.
  - (f) Skateboards, roller blades or similar 'wheels' are not permitted in the pool area.
  - (g) Key holders are responsible for ensuring the pool and toilets are left in a clean and tidy condition.
- (12) The keys available on a first served basis from Tuesday 1<sup>st</sup> December 2015. We reserve the right to issue more keys subject to demand and taking into account the Water Safety requirement of the maximum loading of 25 persons in the pool at any one time.
- (13) The keys are non-transferable.
- (14) **All keys must be returned by Friday 15 April 2016.** A key deposit bond of \$20 will be refunded on the successful return of the pool key. Key holders will forfeit their bond if keys are returned after this date. In the event a key is lost, the key will be replaced at the cost of \$25.00

**ACCIDENTS & INJURIES** – If the person treating the injury is uncertain about what to do s/he must RING 111 and request an Ambulance and inform the Principal immediately so it can be listed on the Health & Safety register.

**END OF DAY SESSION** – Please close the pool to users and then lock the pool gate and toilet block if not already done. Please note, we recommend two people to remove and return the pool cover. (One adult and one child over 8 could manage).

**SERIOUS MISBEHAVIOUR** - This is your pool. If any serious misbehaviour occurs, please phone the Principal on 027 418 3916 leaving details of your name and contact number, offender's name and contact (if known) and the nature of the incident. Serious misbehaviour should be reported to Police by calling 111.

**KEYS ARE NOT TO BE LENT/SHARED** – The Key holder must not lend/**share key or let** any persons who are unauthorised pool users enter the pool. The hirer and members of the household are only permitted to use the key and ANY pool users that you bring (other than your family) must be a family who is also an authorised pool user. If a key holder's family brings in unauthorised pool users into the pool area, then their key will be revoked without further consultation.

**PLEASE NOTE** - Keys remain the property of the school and must be returned at the end of the swimming season.

**DAILY ACCESS TO POOL** - Once the pool is warm enough for the pool to open a daily notice will be placed on the Change Room Wall advising that the pool is safe to use.

### Ongaonga School Pool User Agreement Declaration 2015 - 2016

PLEASE COMPLETE THIS FORM AND RETURN WITH PAYMENT AT THE SCHOOL OFFICE IF YOU WISH TO APPLY TO USE THE SCHOOL POOL

Parent's full name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Child/ren's name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Pool Support Services

I would like to be on the pool cleaning roster for one week during the season ☐ Yes ☐ No  
 I would like to be trained to help maintain the School Pool ☐ Yes ☐ No

### Pool User Declaration (Please Tick ✓ & Sign)

**I agree, as Keyholder**, that I have read and accept the School Pool Policies, Terms and Conditions as posted on the School website. Furthermore, I understand that non-compliance by any member of my family or any person using the pool at my invitation will result in forfeiture of the key and bond. I agree to comply with any amendments to the rules made by the Board of Trustees from time to time and agree that use of the pool after publication of any amendments (whether in the school website or displayed in the pool area) is acceptance of such amendments.

I agree that my name and phone number may be displayed as a Keyholder at the pool ☐ Yes ☐ No  
 I have enclosed the Pool Season Charge of \$80 & key deposit bond of \$20 ☐ Yes ☐ No

Signed by the Parent/User : \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of the Trustees by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### Acknowledgement, Waiver, Release and Indemnity

**I agree, as Keyholder**, that the Ongaonga School Board of Trustees, their employees, officials and volunteers are not responsible for any injury, loss or damage of any kind sustained by any person while utilising the School's swimming pool amenities, including injury, loss or damage which might be caused by the negligence of the Ongaonga School Board of Trustees, their employees, officials and volunteers. I understand that there is **NO LIFEGUARD ON DUTY** and that children must be accompanied by an adult at all times. **I recognise and acknowledge** that there are certain dangers and risks of physical injury while swimming and using the pool amenities. I also understand that in order to be allowed access to the swimming pool I must give up my rights to hold the Ongaonga School Board of Trustees, their employees, officials and volunteers liable for any injury or damage which I, my family members, or my guests may suffer however caused while utilising the swimming pool amenities. **I voluntarily agree to assume the full risk** of any and all injuries, damages or loss, regardless of severity, that I, my family members, or my guests may sustain as a result of using the swimming pool whether or not I was personally present at the time. **I further agree to waive** and relinquish all claims against the Ongaonga School Board of Trustees, their employees, officials and volunteers that I, my family members, or my guests may have as a result of using the swimming pool. **I fully release and forever discharge** the School Board of Trustees, their employees, officials and volunteers from any and all claims for loss, damage, liability or cost that I, my family members, or my guests, or any and all children and adults given access to the Pool by me may incur or which may accrue to me or my minor child/ward or my guests and arising out of, connected with, or in any way associated with the swimming pool amenities. **I indemnify** the School Board of Trustees, their employees, officials and volunteers in respect of any loss, damage, liability or cost which the Trustees suffers or incurs as a result of my holding of the key, howsoever caused.

Signed by the Keyholder : \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the Witness : \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Key # \_\_\_\_\_  
 Payment received by: \_\_\_\_\_  
 Date Key Issued: \_\_\_\_\_  
 Date Key Returned: \_\_\_\_\_  
 Date Deposit Refunded: \_\_\_\_\_